

# JUDICIAL COUNCIL OF CALIFORNIA

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455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf Web site: <http://www.courts.ca.gov/careers>

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Senior Facilities Analyst (Facilities Planner)  
**LOCATION:** San Francisco/Sacramento  
**JOB OPENING #:** 5833

### OVERVIEW

The Judicial Council of California is accepting applications for the position of Senior Facilities Analyst (Senior Planner) for the Facilities Services Office.

The Senior Facilities Analyst (Senior Planner) in the Planning unit is a high level, facilities planner position. This position provides services statewide to all courts (Supreme Court, Courts of Appeal, and Superior Courts) and the Judicial Council. This position is responsible for preparing budget packages for funding requests for capital outlay projects; preparing space programs; reviewing cost estimates and design packages for new leased space and modifications to existing space; assisting courts in analyzing current use of space to maximize use for changing functional needs; managing special planning studies; staffing the Judicial Council's Trial Court Facility Modification Advisory Committee (TCFMAC) and the Court Facilities Advisory Committee (CFAC) and its subcommittees; and preparing and overseeing reports to the Judicial Council and other agencies.

The Judicial Council strives for work-life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental and vision coverage, flexible spending, up to \$130 reimbursement for qualifying commuting costs, and retirement savings plans. In San Francisco, the office is only a 7-minute walk from the Civic Center BART station in downtown San Francisco. In Sacramento, the office is located minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in the San Francisco or Sacramento office. Remote work options for employees who live in areas surrounding these locations may be considered.

### RESPONSIBILITIES

- Capital Outlay Funding Requests:
  - Prepares Capital Outlay Funding Requests including Project Feasibility Reports and Capital Outlay Budget Change Proposals.
  - Leads efforts to coordinate local court and Judicial Council Facilities Services collaboration on defining all project aspects including size, scope, schedule, and cost.
- Capital Project Support:
  - Reviews work and monitors consultants in the preparation of court facilities programming documents as part of the capital project design team.
  - Reviews and recommends action on schematic design, design development, and construction drawings/documents for compliance with judicial branch standards/policies.
  - Participates in planning and design sessions with the design team and the court.
  - Conducts surveys, maintains basic data, prepares reports, and suggest policies, principles, and standards for courthouse project development.
  - Prepares or reviews updates to court facilities plans.
  - Advises court project committees, judges, and executive officers on planning matters.

- Support for Non-Capital Projects:
  - Plans for leases, renovations, and modular buildings for court expansion projects.
  - Confirms needs for additional space that may be building-specific or address regional or countywide court needs, developing the space program and reviewing concept drawings, project schedule, and cost estimate.
- Reporting to the Judicial Council, State Legislature, and other decision-making bodies:
  - Drafts reports to the Judicial Council on behalf of its advisory committees or council staff.
  - Updates language, data, or cost figures in the Judicial Branch Five-Year Infrastructure Plan, Statewide List of Trial Court Capital-Outlay Projects, and Judicial Council facilities policies.
  - Suggests recommendations on courthouse capital projects as well as planning policies, principles, and standards for reports to decision-making bodies.
- Support Staff to the Judicial Council's Facilities Advisory Committees:
  - Presents policy and/or project information before the TCFMAC or CFAC and its subcommittees for action and/or informational purposes.
  - Prepares meeting materials, presentations, and meeting minutes for review by committee members, council staff, courts, justice partners, and the public.
  - Plans meetings and makes all arrangements.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree, and four (4) years of professional experience in providing analytical and technical support to facilities management.

Possession of a bachelor's degree in a directly related field such as environmental science, biology, engineering, real estate, etc., may be substituted for one of the years of required experience. *An additional four years of professional experience as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Master's degree in a directly related field such as architecture, civil engineering, or construction or building management, and one (1) year of experience in providing analytical and technical support to facilities management.

OR

One year as a Facilities Analyst, in the assigned field, with the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of Facilities Analyst in a California Superior Court or California state-level government entity.

### **LICENSING AND CERTIFICATIONS**

– Valid driver's license, as assigned.

### **DESIRABLE QUALIFICATIONS**

The successful candidate will possess a bachelor's degree, preferably with major course work in architecture, city and regional planning, engineering, construction management, or interior design, and years of professional experience as a facilities planner. Professional experience with a court, county, or state agency, including one year of lead experience preferred, or professional, varied and increasingly responsible experience in facilities project management, regional planning, real property leasing, architectural design, or construction management.

The successful candidate will possess knowledge of advanced principles or architectural, design, interior design, or space planning and regional planning including building site selection. The candidate will also possess the ability to analyze facilities and space needs and match them to organizational resources and long-range plans as well as advise local court leadership in these matters.

## **OTHER**

If you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

## **HOW TO APPLY**

This position will remain **Open Until Filled**, it requires the submission of our official application, a resume and a response to the supplemental questions.

To complete an online application, go to job opening #5833 at <https://www.courts.ca.gov/careers.htm>

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

## **PAYMENT & BENEFITS**

\$7,267.00 - \$10,901.00 per month

(Starting salary will be \$7,267.00 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 14 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to \$130 per month reimbursement for qualifying commuting costs
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- Flex Elect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Judicial Council of California Is an Equal Opportunity Employer.**

## **Supplemental Questions**

To better assess the qualifications of each applicant, please provide a response to the following questions:

1. Do you have any other employment by the State of California that is not already provided on your application? If yes, please list the specific departments or agencies for which you worked. If you have no prior state service, please state "none".
2. Describe why you are interested in this position?
3. This position involves planning capital projects and developing facilities policies including researching complex facilities issues, drafting reports on a variety of facilities topics, and making presentations before decision-making bodies. Independent research, analysis, and writing is required. Please describe, in some detail, the relevant experience you have in performing comparable work and indicate why you believe your experience and skills qualify you for the position.

4. Describe your experience preparing space programs and project planning documents as well as project feasibility reports.
5. Do you have a writing sample? If so, please provide one that affirms your ability to clearly organize and communicate your thoughts on a facilities project or facilities related topic.
6. Do you have a driver's license?